

## **APPENDIX A: CHECKLIST OF APPLICATION MATERIALS**

Please be sure to include all the items listed on the checklist in your application packet. Each item should be clearly identified and arranged in the following order. In order to help conserve paper, please provide double sided copies whenever possible.

- G A **1 page** summary cover sheet.
- G Narrative of the proposal not to exceed 5 pages.
- G Letters of commitment, memoranda of understanding, or other documents.
- G Resumes or biographical information regarding the lead investigator, and other key personnel in the grant application.
- G Any additional information deemed useful by the applicant.
- G Key Contacts Information Sheet
- G Application of Federal Assistance, SF 42 4A.
- G The Federal Standard Form SF 424A.
- G Detailed, itemized budget.
- G Certification of Non-Construction, SF 424B
- G Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

The total number of pages per application may not exceed 25 double-sided pages.

Please include one original (with original signatures where appropriate) and one copy of the application packet.

**Grant application must be received by EPA at the following address not later than 5 p.m. e.s.t., April 20, 2001:**

EJP2 Grant Program  
c/o ERG  
2200 Wilson Boulevard, Suite 400  
Arlington, VA 22201

For questions concerning the grant program guidance, or for additional information please call 703 841-0483.